

**BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT**

**QUARTERLY REPORT**

Cooperative Agreement Number: **BF -96176901-0**

Reporting Period: January – March 2016

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## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

### 1. PROJECT PROGRESS

#### 1.1 Status of Activities During the Reporting Period

##### Task 1: Cooperative Agreement Oversight (Utilize task descriptions from the proposal.)

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments) Pre-Cleanup	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p><b>Obtain QEP Services</b></p> <ul style="list-style-type: none"> <li>• Prepare Request For Proposals, evaluate applications, conduct interviews, hire contractor</li> <li>• Inform applicants on the use of NorthStar environmental technicians.</li> <li>• Prepare scope of work</li> <li>• Prioritize, track and evaluate contractor products</li> <li>• Conduct periodic project status meetings with contractor to discuss project issues and priorities</li> <li>• Conduct annual performance evaluations for contractor</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• High quality contractor work products that meets the recipient's and EPA's expectations</li> <li>• Confirmation in quarterly report that contractor selection was competed and made</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Maintain effective work force to meet workplan commitments</li> </ul>	<p>By end of end 2<sup>nd</sup> quarter</p>	<p>RFP Bid Opening – 2/17/14</p> <p>12/16/13 [SR/RC]</p> <p>Mtgs: 1/24/14 1/30/14, 6/16/14, 6/18/14, 7/8/14</p> <p>10/3/14</p> <p>10/13/14</p> <p>10/16/14</p> <p>December 2015</p> <p>01/12/2016</p> <p>3/15/2016</p>

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

<b>Task 1 - Cooperative Agreement Oversight Subtasks (Commitments) Pre-Cleanup</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<b>Reporting</b> <ul style="list-style-type: none"> <li>• Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period</li> <li>• Enter site data in ACRES</li> <li>• Prepare final report and grant closeout material</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Quarterly reports and other forms; updated ACRES database; final report and closeout forms</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Ensures compliance with Terms &amp; Conditions reporting requirements</li> </ul>	Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur	10/02/2014  MBE/WBE, in progress.  MBE/WBE, submitted 10/2105
<b>Request for Reimbursements or Advances</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Forms submitted to Las Vegas for payment</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Reduce unliquidated obligations</li> </ul>	Ongoing	Drawdowns (prepared) 10/19/2013 March 2014 July 2014 Nov 2014 Dec 2014 April 2015 August 2015 November 2015
<b>Travel &amp; Training</b> <ul style="list-style-type: none"> <li>• Attend brownfields related meetings, training sessions and conferences</li> </ul>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Attend meetings, conferences, training sessions</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Increase knowledge of brownfields issues and programs</li> </ul>	Ongoing Activity –	Staff Attended conference in Chicago.

### Task 2: Community Involvement

<b>Task 2 – Community Involvement Subtasks (Commitments) Pre-Cleanup</b>	<b>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</b>	<b>Anticipated Accomplishment Date(s) (Month/Year)</b>	<b>Actual Accomplishment Date(s)</b>
<b>Work with East Hartford Chamber of Commerce and CRCOG to ensure commitments are implemented</b>	<b>Outputs:</b> <ul style="list-style-type: none"> <li>• Commitments that were identified in proposal are implemented</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Increase coordination with stakeholders and others</li> </ul>	On-going	

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

<p><b>Prepare Community Relations Plan</b></p> <ul style="list-style-type: none"> <li>• Create a timeline for implementation of the community relation plan as outlined in the grant</li> <li>• Prepare plan to inform public in cleanup activities and for them to provide input and comment on the plan.</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Plan for involving the community in cleanup activities is developed</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Students and area residents have an improved understanding and participate in cleanup and redevelopment process</li> </ul>	<p>2<sup>nd</sup> quarter</p> <p>Ongoing</p>	<p>Public Hearing, 10/29/2013</p> <p>Presentation &amp; Discussion- Students, 10/31/2013</p>
<p><b>Establish Information Repository</b></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Website page is created for documents which allows public to review site assessment &amp; cleanup history</li> <li>• Webpage is maintained with new information.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Improve understanding of how cleanup alternative was selected</li> </ul>	<p>3rd quarter</p> <p>On-going</p>	<p>Hard copy repository in Hoffman Library for community/ student access.</p> <p>Website in development September 2014</p> <p>Website page up.</p>
<p><b>Implement 30-Day Public Comment Period on ABCA</b></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Allow for review and comment of cleanup related documents</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Allow for consensus on cleanup</li> </ul>	<p>1<sup>st</sup> quarter</p>	<p>10/29/2013 (Posted in paper 10/10/13)</p>
<p><b>Public Meetings</b> Announcement of Meeting: Place ad in newspapers, on website, on sign on site, etc.</p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Meetings which inform public of cleanup activities and provide a chance for input &amp; comment</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Improve understanding of cleanup and allows for potential modifications based on public input</li> </ul>	<p>1<sup>st</sup> quarter, ongoing</p> <p>COMPLETED</p>	<p>Pub. Hearing 10/29/13 RFP – 1/23/2014</p>

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

### Task 3: Site-Specific Activities

Task 3 – Site-Specific Activities Subtasks (Commitments) Pre-Cleanup	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<b>Hold a kickoff meeting with State, EPA and QEP</b>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Held meeting</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure all agencies are in agreement with cleanup plan</li> </ul>	1 <sup>st</sup> quarter	Not applicable, not required by EPA and State.
<b>Ensure Site is in the CT Voluntary Cleanup Program</b> <ul style="list-style-type: none"> <li>• Ensure the grantee has enrolled site in the applicable state response program</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Site is enrolled in applicable state response program</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Cleanup is in compliance with state response program</li> </ul>	1 <sup>st</sup> quarter	October 2013
<b>Prepare Analysis Of Brownfields Cleanup Alternatives (ABCA)</b>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Approved ABCA documenting how and why cleanup alternative was selected</li> <li>• ABCA placed in information repository, etc.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure proper cleanup alternative is selected and communicated to the public</li> </ul>	1 <sup>st</sup> quarter	September 2013
<b>Green and Sustainable Remediation (GSR)</b> <ul style="list-style-type: none"> <li>• Incorporate green and sustainable remediation principles/techniques into your project</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• GSR language in ABCA and RFP</li> <li>• Track and report GSR in quarterly reports</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Greener and more sustainable cleanup</li> </ul>	Before, during, and after remediation activities	Implementation Complete / Remediation activities - Ongoing
<b>Prepare Decision Document</b> <ul style="list-style-type: none"> <li>• Document results of public comment period and public meeting to include comments received, public meeting attendance, response to relevant comments, selection of final cleanup remedy, any changes to the final cleanup remedy, etc.</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Memo or letter, with appropriate attachments</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure that public comment process is documented and final cleanup remedy is selected</li> </ul>	2nd quarter, ongoing	October/Nov. 2013, January 2014 (RFP), ongoing

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

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<p><b>Prepare Remedial Design &amp; Engineering Documents</b></p> <ul style="list-style-type: none"> <li>Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work (including Davis-Bacon requirements), and a budget detailing how EPA funds will be used to cleanup sites</li> </ul>	<ul style="list-style-type: none"> <li>Approved remedial action and engineering/design documents and an approved budget</li> <li>Place documents in information repository, etc.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>Ensure cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs</li> </ul>	2 <sup>nd</sup> quarter	Jan. - March 2014
<p><b>Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan</b></p> <ul style="list-style-type: none"> <li>Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>EPA approved SSQAPP</li> <li>Place SSQAPP in information repository</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>Ensure proper confirmatory testing methods and analytical data results are achieved</li> </ul>	2 <sup>nd</sup> quarter	November 2013, revised, March 2014 (361)  <i>December 2013, revised April 2014 (365-367)</i>

### 1.1.1 Green Remediation Efforts (if any)

Contractors employ a no-idling policy for equipment and trucks. The project will use the closest recycling center. Any waste is sorted and recycled, such as concrete is pulverized and used in paving; metal is brought to a salvage yard and recycled.

### 1.2 Modifications to the Workplan – (No new modifications this quarter)

#### 1.2.1 Modifications

A revised schedule.

#### 1.2.2 Delays or Problems

The only modification to the workplan that has occurred is to the timeline. The project was delayed due to the unavailability of the sheathing contractor. The project is now underway. An alternate means has been secured to implement the project.

#### 1.2.3 Revised Schedule

September 15 start date, with planned completion of January, 2015. As of December 2014, cleaning was completed. Testing and monitoring will be conducted according to schedule.

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

Update: Site remediation (i.e. excavation and off-site disposal) was completed in December 2014. Groundwater monitoring is ongoing and will be conducted through January 2016. If the groundwater sampling results indicate that site closure can be completed in accordance with applicable State criteria than verification of the site will be completed in the Winter/Spring of 2016.\*\*

*\*\*Update April 2016: Groundwater monitoring will be completed July 2016.*

*Verification of 361-363 Main Street is complete and the report has been submitted to Goodwin College by contractor.*

*365 Main Street verification will be completed summer 2016 following completion of groundwater sampling. Delay in verification due to groundwater sampling results slightly exceeding state criteria. Additional monitoring required to confirm site ground water meets state standards. No additional remediation will be necessary.*

### .3 Resources Leveraged

None at this time

#### 1.1 Progress in Meeting the Cost Share

Required Cost Share Amount (20% of Grant)	Cost share information for this quarter.			Total Cost Share Amount Met
	Cost share date	Cost share source	Cost share amount	
\$80,000.	January – March 2016	Goodwin College, Inc.	\$20,017	100% (Total Cost Share for Quarters 1, 2, 3, 5, 6, 7, 8, 9, 10, = \$140,794 (176%))

## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

### 2. PROJECT FUNDS

#### 2nd Quarterly Report - Expenses 1-3 - Year 3

Table 1: Costs incurred for 361/363 Main Street, East Hartford, CT. G1P2OQ00. HAZARDOUS.  
[Awarded \$60,000]

	Cooperative Agreement Oversight	Community Outreach and Engagement	Site Specific Activities	Cleanup	
	Task 1	Task 2	Task 3	Task 4	Total
Personnel	\$0		\$0	\$0	\$0
Fringe Benefits	\$0		\$0	\$0	\$0
Travel	\$0				\$0
Equipment					\$0
Supplies					\$0
Contractual Petroleum			\$0		\$0
Contractual Hazardous			\$0		\$0
Other (specify)					\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Cost Share				\$1,213	\$1,213

Table 2: Costs incurred for 361/363 Main Street, East Hartford, CT. G1P2OT00. PETROLEUM.  
[Awarded \$140,000]

	Task 1	Task 2	Task 3	Task 4	Total
Personnel	\$430	\$0	\$0	\$279	\$708
Fringe Benefits	\$129	\$0	\$0	\$84	\$213
Travel	\$0				\$0
Equipment					\$0
Supplies		\$0			\$0
Contractual Petroleum					\$0
Contractual Hazardous					\$0
Other (specify)					\$0
<b>Total</b>	<b>\$559</b>	<b>\$0</b>	<b>\$0</b>	<b>\$362</b>	<b>\$921</b>
Cost Share				\$1,675	\$1,675



## BROWNFIELDS CLEANUP COOPERATIVE AGREEMENT

Table 3: Costs incurred for 365/367 Main Street, East Hartford, CT. G1P1OT00. PETROLEUM.  
[Awarded \$200,000]

365-367 -Petroleum	Task 1	Task 2	Task 3	Task 4	Total
Personnel	\$1,397		\$0	\$1,115	\$2,512
Fringe Benefits	\$419		\$0	\$335	\$754
Travel					\$0
Equipment					\$0
Supplies					\$0
Contractual Petroleum					\$0
Other (specify)					\$0
Total	\$1,816	\$0	\$0	\$1,450	\$3,266
Cost Share	\$0	\$0	\$ -	\$17,130	\$17,130
					\$20,017

### 3. BUDGET AND OVERALL PROJECT STATUS

Monitoring at the former A&P Auto Sales facility and the adjacent parking lot may be completed by December 2016 and possibly earlier. We need to evaluate the groundwater quality at the site for at least one year (and sometimes longer if residual contamination remains in groundwater at concentrations above State standards) before we can accurately determine when we are done.

The project period expires on September 30, 2016.

### 3. PROPERTY-SPECIFIC INFORMATION

	<b>361/363 Main St., E. Hartford, CT. G1P2OQ00 &amp; G1P2OT00</b>	<b>365/367 Main St., E. Hartford, CT. G1P1OT00</b>
Hazardous Substance Amount	\$0	Not Applicable
Petroleum Amount	\$13,190	\$7,221
Community Relations Plan Date	September 2013	September 2013
Public Meeting Date	10/29/13 and 10/31/13	10/29/13 and 10/31/13
Cleanup Plan Completion Date	September 13, 2013	September 13, 2013
Approved SSQAPP Date	January 14, 2014	January 14, 2014
Cleanup Start Date	September 15, 2014	September 15, 2014
Cleanup Completion Date	March 2016	December 2016